

City of Lowell
Job Posting
Please Post: August 9, 2016
Deadline: August 23, 2016
Career Center of Lowell
Career Advisor II (-WIOA)

Job Title: Career Advisor II (-WIOA) (1100-DH08, 2307)
Department: Career Center of Lowell
Reports to: Career Center Manager; other designated personnel
Salary: \$39,587.60(min) to \$46,388.16(max)-annually; Grant Funded
35 hours/week

SUMMARY

Provide individual case managed education, training and employment services to a variety of Career Center of Lowell customers to include Young Adults and low-income adults. Provide comprehensive assessments, individual counseling, job readiness instruction, job development/ placement assistance, and transitional support services. Conduct follow-up and track each customer as they progress from point-of-entry through job placement. Complete extensive documentation in our database detailing the customer's career plan and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct program orientation, intake, assessments, testing, screening of referrals, arranging support services and obtaining eligibility documentation for program participants.
- Identify service needs; participates in a team approach to determining the customer's suitability for participation in WIOA and CIES funded training programs.
- Provides job search assistance to include developing resumes and cover letters etc. to assist each customer with their job search.
- Conduct Job Readiness Workshops to prepare participants for employment.
- Provides computer training (Microsoft Office) to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.
- Performs extensive job development activities and work closely with the Business Services team to secure permanent unsubsidized employment for program participants.
- Responsible for outreach and recruitment to reach program enrollment goals.
- Documents all program services, activities and notes in MOSES.
- Maintains participant attendance records.
- Maintain linkages with the local Department of Transitional Assistance (DTA) and social service agencies to facilitate client participation and support services.
- Must be able to meet monthly and quarterly goals/performance standards.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE

Undergraduate Degree from four-year college or university in a related field, i.e., Business, Marketing, Human Services, and/or Humanities or equivalent preferred not required. At least two years experience in employment and training programs. Experience working with disadvantaged groups.

OTHER SKILLS AND ABILITIES

Ability to understand and be sensitive to the needs of economically disadvantaged. Ability to communicate well and maintain effective working relationships with different constituencies. Must have excellent written and oral communications skills and be able to maintain detailed records on an automated and/or manual system.

LANGUAGE SKILLS

Bi-Lingual; Spanish Required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral diagram, or graphic form.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess a valid driver's license.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocation of all agency State and Federal Grant funding sources.

PHYSICAL DEMANDS

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to

use hands to finger for calculator and computer mouse and talk and hear. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets) The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, RM 19, City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~August 23, 2016.

Applicants may also be faxed to 978-446-7102 or email resumes and/or application to cityjobs@lowellma.gov.

EOE/AA/504 Employer